

MINUTES FOR THE MEETING OF THE BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Tuesday, June 15, 2021, 5:30PM -

Location: Lower Level Meeting Room, Baraboo Public Library, 230 4th Ave, Baraboo WI 53913

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to attend the meeting remotely. Anyone appearing in person will be required to socially distance themselves. Remote participation by Library Board Members and the public is also encouraged.

Conference Call Number: +1 414-662-3639

Conference Code Number: 672 901 916#

I. **Call to order 5:30**

Roll call of members- J. Ellington (present), F. Hartmann (present), A. Kujawa (absent, excused), B. Persche (present), P. Roland (absent, excused), L. Steffes (present), B. Stelling (present), M. Yates-Wickus (absent, excused), L. Harthorne (present)

- A. Note compliance with Open Meeting Law
- B. Approval of the May 18, 2021 Library Board meeting minutes
 - 1. Motion to approve the May 18, 2021 minutes as presented-- Hartmann
 - 2. Second-- Harthorne
 - 3. Motion passes
- C. Approval of the Agenda
 - 1. Motion to approve the June 15, 2021 agenda as presented-- Persche
 - 2. Second-- Harthorne
 - 3. Motion passes

II. **Public Hearings/Appearances**

- A. Annual investment updated from Laura Stanek, 3rd Oak Investment Services
 - 1. See report in agenda packet
 - 2. Discussion of LPL account, no recommendations on any changes to the portfolio as it stands now.

III. **Action items**

- A. Approve the bills to be paid- J. Ellington, Examiner
 - 1. Motion to approve the June 15, 2021 bills as presented-- Ellington
 - 2. Second-- Harthorne
 - 3. Motion passes

IV. **Information items**

- A. Progress report on Strategic Plan- summary from Policy Committee 5/28/21
 - 1. Per report: Consider preliminary 2019-2023 Strategic Plan Progress Report from J. Bergin-- Group discussion on progress made on goals in the strategic plan. GOAL 1: Good progress being made on building project, no further suggestions. GOAL 2: Work on adding more “why” to our public relations- what is our community heritage, what is the value of what we do- related to Our Pledge. Try to tie programs to mission/vision/pledge. Display mission/vision/pledge in library. GOAL 3: Continue to work with local businesses and groups, but focus on more diversity- Las Milpas, Ho-Chunk Casino, Indigenous Students Club at high school, etc. Jessica is working on connecting with Kristin White Eagle. GOAL 4: Look at near-future budgets to support reorganization/pay rate adjustments. Begin work in 22-23 on evaluation system for programs, services, etc. Jessica will be looking at meeting with HR consultants to address these issues.
 - 2. Pay rate adjustments last addressed in 2017, city will look at again in 2022 per their 5 year plan. Library pay scale to be a part of this.
- B. Library board appointments- Persche, Steffes, and Ellington were reappointed by the mayor at the June 8 Council meeting – Trustees who joined prior to July 1st 2018 can have 3 consecutive three year terms starting at next appointment.
- C. Library expansion project update
 - 1. Updated project schedule
 - a) Pat reported via phone that he submitted reports on debt on current building. Also emailed director of Rural Development, she answered immediately, still need to do phase 1 environmental USDA, this is completed and no issues reported.
 - b) Discussion about talking with Mark Pocan and Tammy Baldwin’s offices.
 - c) Asked Carter to update budget for us due to delays and potential increased construction costs.
- D. Financial Reports – See agenda packet for reports
 - 1. Revenue and donations report
 - 2. General Fund Income Statement with Comparison to Budget report- Jessica reported that the budget appears on track with no issues noted.
 - 3. Trust Fund report
 - 4. Third Oak statement
 - 5. Building project fund report
- E. Staff reports – See agenda packet for reports
 - 1. Adult Services and Technology Report
 - a) Adult Programs for May
 - 2. Youth Services Report
 - a) Program Statistics
 - b) Activity Report
 - 3. Director’s Report
 - a) COVID service level report
 - b) Activity Report

- (1) Activity of last month
 - (2) Name change progress – new logo in report
- F. President's Report
- G. Statistics – discussion of comparisons to previous years.

V. Friends of the Library meeting Minutes – no minutes

VI. Correspondence - none

VII. Adjourn

1. Motion to adjourn-- Steffes
2. Second-- Hartmann
3. Motion passes